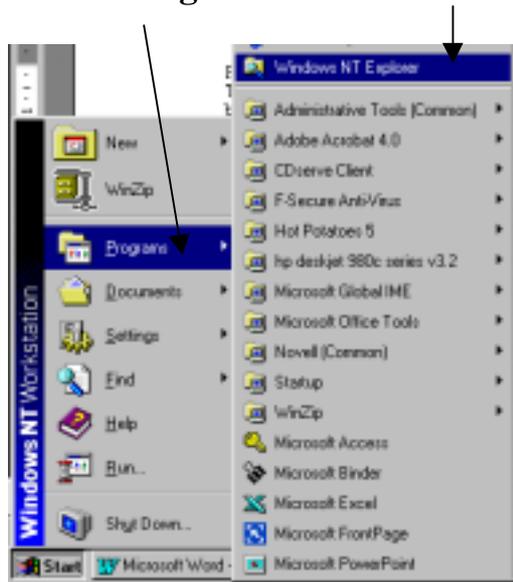


How to Create your own Website on the University's Webspace

1. Preparing your Website directory structure.

- 1.1 The first thing to do is create a directory which will house your Website. To do this open NT Explorer by clicking on: **Start > Programs > Windows NT Explorer:**



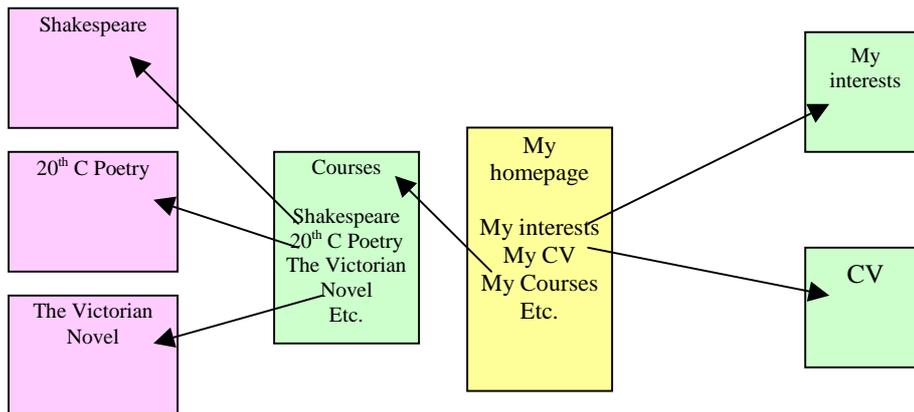
- 1.2 Find the drive which you normally work from and create a new directory within it:



- 1.3 Create a new directory in that location and name it: 'My Website' (or something like that). To create a new directory click on: **File > New > Folder**. Then name the folder.

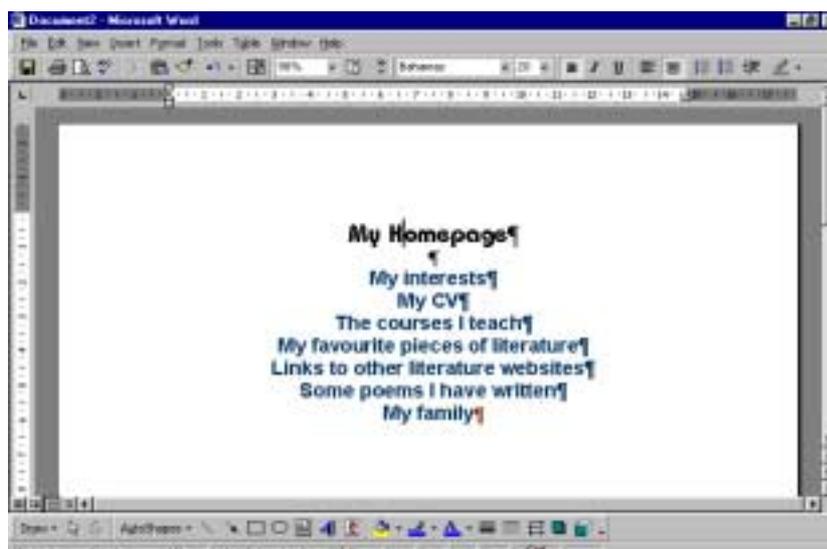
2. Plan your site.

- 2.1 Decide what your homepage is to be. You will have more flexibility if you make a homepage which is a general map page. This will point towards various links, one of which will be a link to your courses. So, you will be aiming for a hierarchical website map like this:

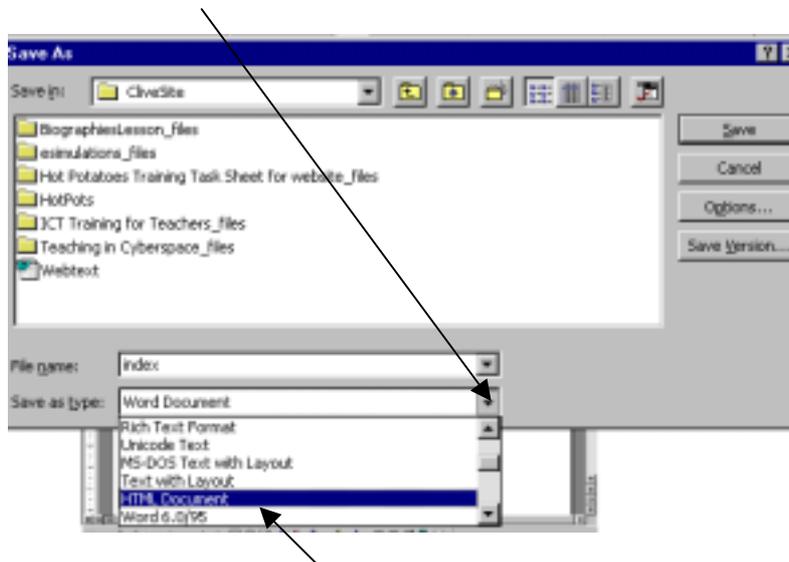


3. Using MS Word to creating your web documents

- 3.1 Open a new MS Word document and type the names of your links. Use the model below if you want. Format the text (e.g. centre, change the font style, size and colour). Remember you can have colour because this will show up on screen. Produce something like this:



- 3.2 Click on **File > Save as >** then select your Website directory (You created it in Stage 1 above. Then type the name **index**. In File name (only use 'index' once - for your homepage) Then click on this arrow



..... and Save as: HTML document

- 3.3 Now create another document which gives the titles (for example) of the subjects you teach. Do it in exactly the same way as Stages 3.1 and 3.2 above. Give it a relevant name and save it as HTML in your Website directory (folder).



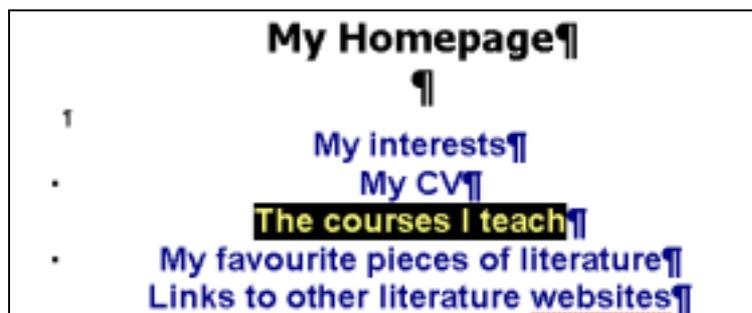
4. Linking your homepage to (for example) your course page.

4.1 Open your homepage again in MS Word and look for a symbol like this, which lets you make hyperlinks:

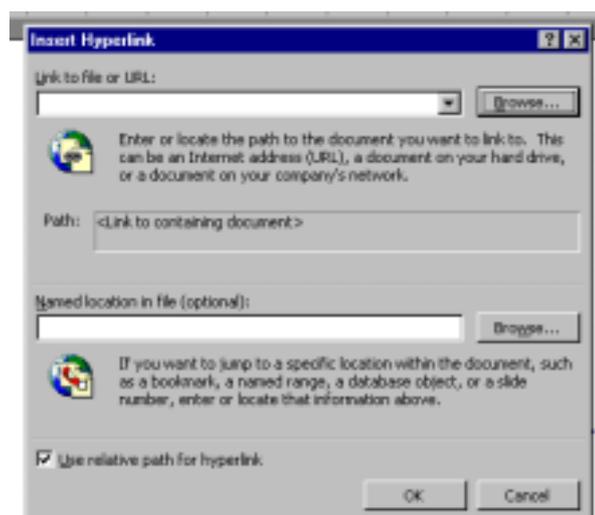


If you cannot see it, click on **View > Toolbars**, and then tick 'Standard'. The hyperlink icon will appear.

4.2 Highlight the words you want to link to another document:



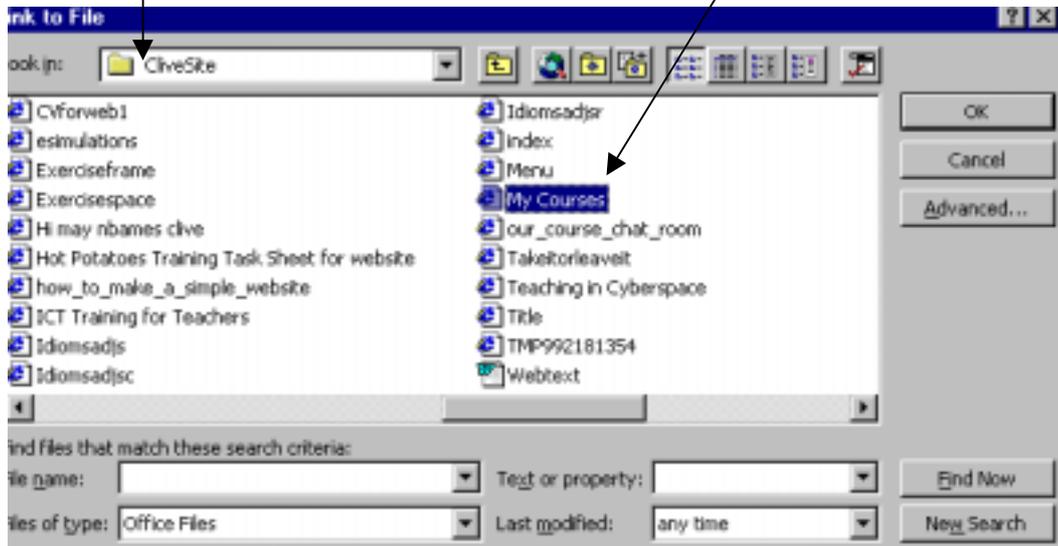
4.3 Then click on the hyperlink icon – and this will appear:



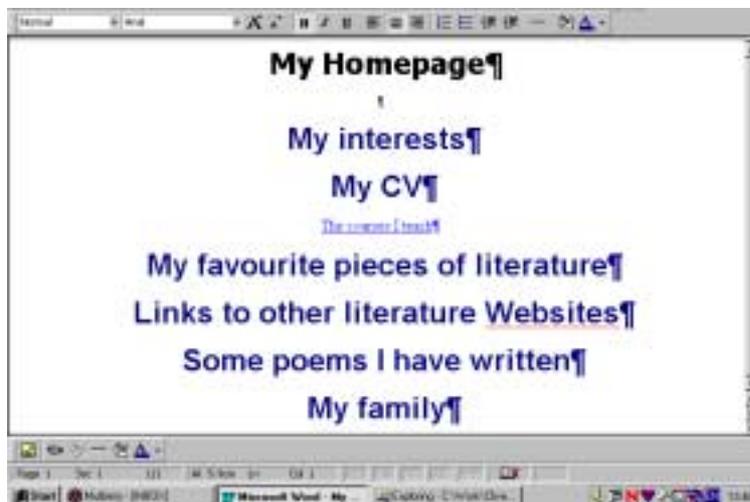
4.4 Click on the Browse button and locate the target file. In this case it will be 'My Courses' (Stage 3.3 above). Then click OK

When you click the Browse button, you will see the window below:
This is (for example) the name of the file you want to link to, so you highlight it:

This is the name of my (for example)
Website directory



Click OK, and the following screen will appear:



Notice that the hyperlinked text has 'shrunk'. This is the default size for a hyperlink. If you want to bring it back to the same size as the rest of your text, format the font as normal. This will not effect the link.

4.5 Save your documents.

5. Checking the links

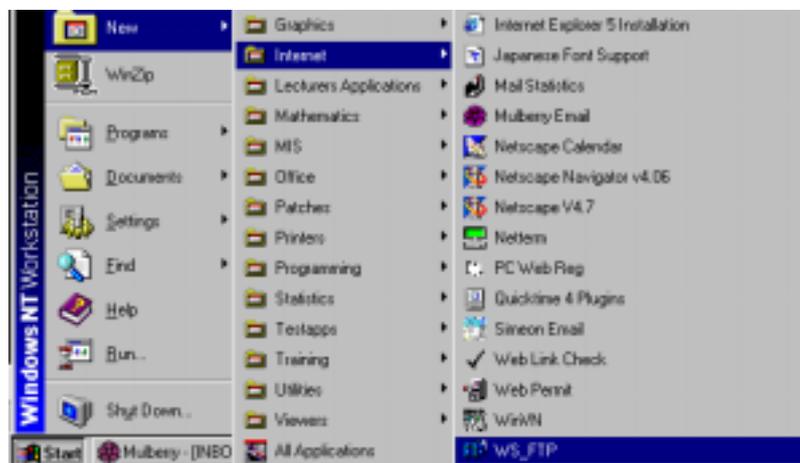
- 5.1 Open up Windows NT Explorer (as Stage 1) and find your Website directory.
- 5.2 Open up your file named **index.html** and then click on the link. It should bring up the linked page!

6. Other pages

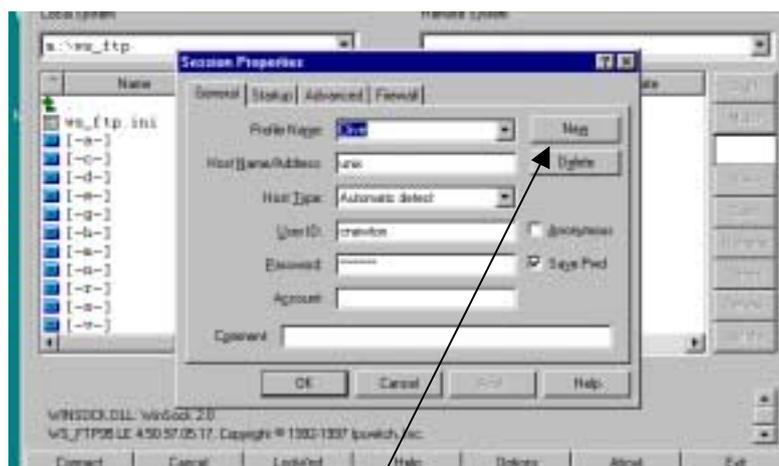
Repeat the above stages for all the pages you want to create and link.

7. Accessing your own Webpace on the University's Website:

- 7.1 Click on: **Start > New > Internet > WS_FTP**. FTP means 'file transfer protocol. It is the vehicle which transfers your named files from your local computer to the university's Webpace:

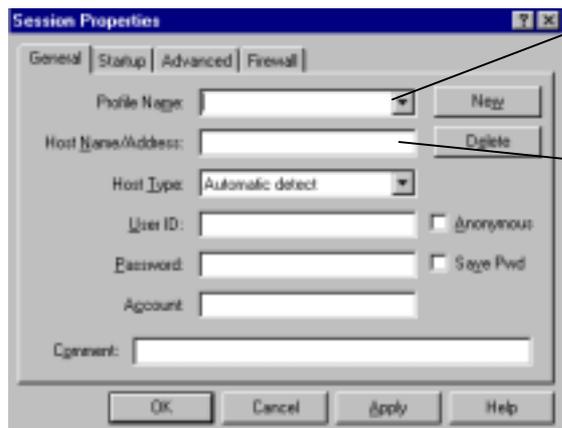


Something like the following will appear:



- 7.2 On the session properties dialog box, create a new profile for yourself by clicking on **New**.

7.3 Enter the following into the new profile:

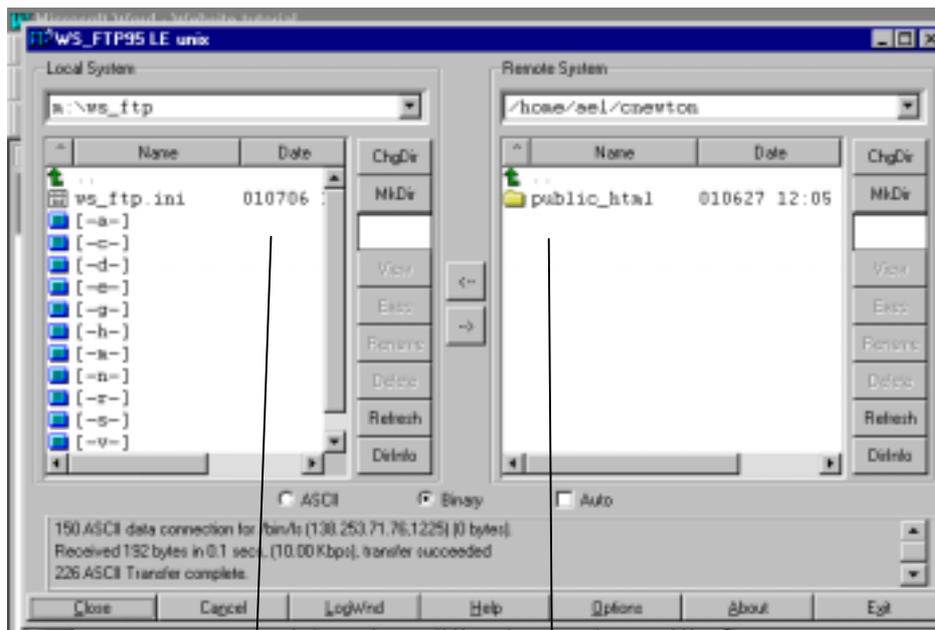


Type a name for your profile here (e.g. your name)

Type the word, 'Unix' here

Type in your username, the one you use for your email access, and password. Ignore **Account**. Tick **Save Pwd** if you want this.

7.4 Click on **Apply** and **OK** to save the profile. The Session Properties dialogue box will then disappear to reveal this:

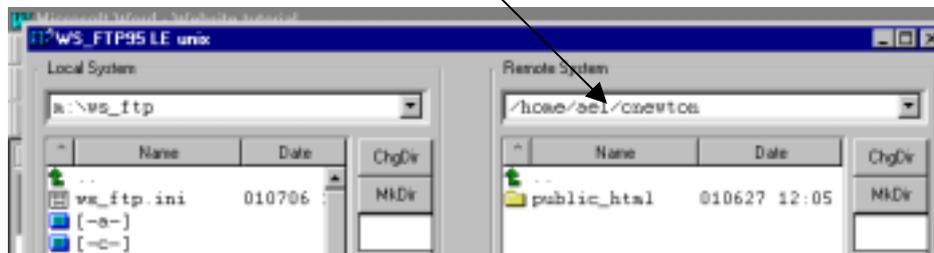


This area represents your local computer

This area represents the University's Webspace. (You will not be able to see 'public.html')

7.5 Locate your Website directory from the left-hand window. For example, if it is on m:\drive, double click on [-m-] and browse.

- 7.6 In the Remote System drop-down box on the top-right, type the following: home/ael/username



- 7.7 Click on **MkDir** and type **public_html**:

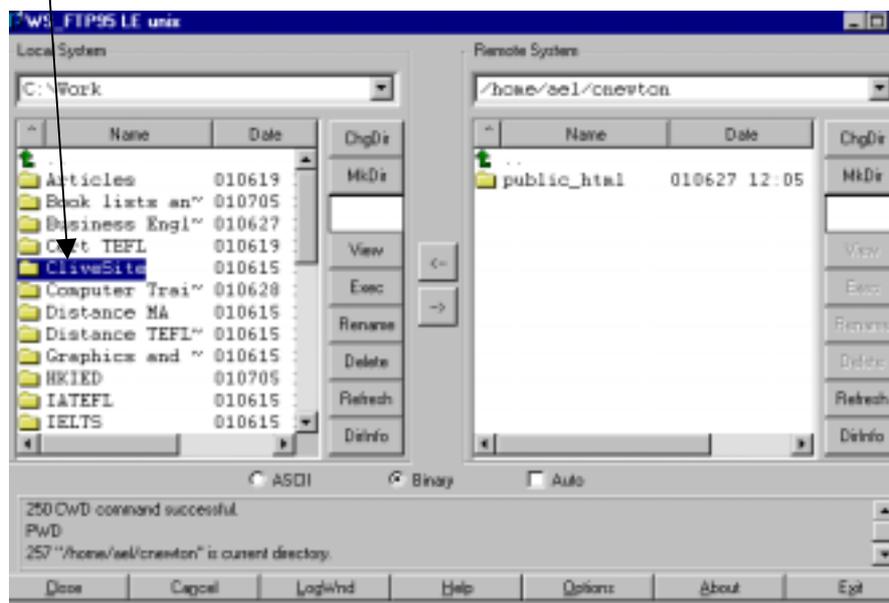


Then click on **OK**.

You are now ready to upload your site onto the Web.

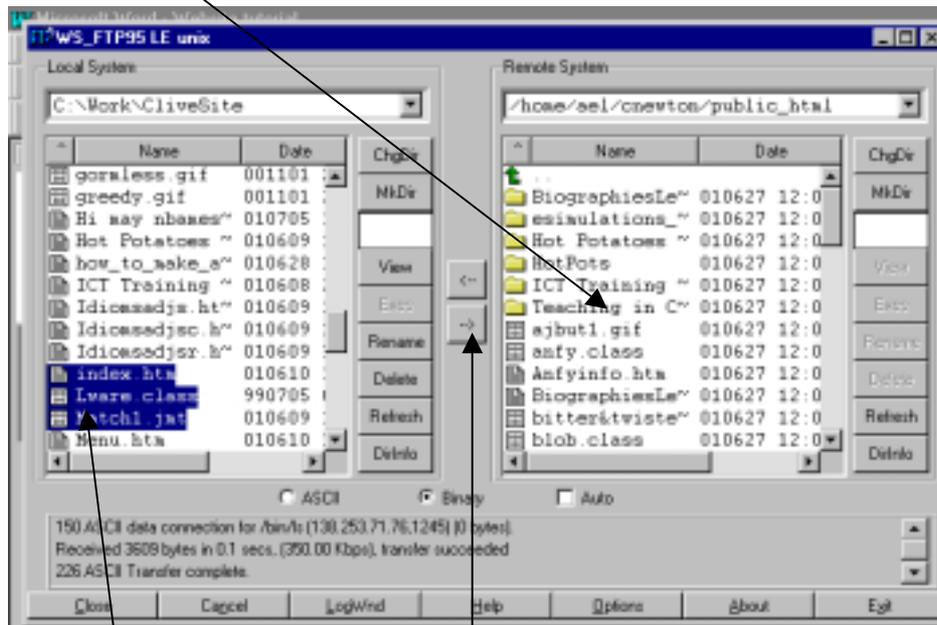
8. Uploading

- 8.1 Select your directory and double click on it to reveal all the files inside it.



Double click on your new public_html folder and your FTP screen will look like this:

To start with, this area will be empty. It is waiting for you to put something in it.....



...So, highlight all the files (i.e. those which you want to upload and which have links) and then click on the upload arrow.

To highlight a group of files, hold down the Ctrl key and click on the first file and then every other file you want. When you have selected what you want. Release and press the upload arrow.

When the files have been uploaded, click 'Close'.

- 8.3 You should now be able to see your Website by opening Internet Explorer and typing the following:
www.liverpool.ac.uk/~username
- 8.5 Whenever you want to modify your site – open up WS_FTP95 and upload and download files accordingly. BUT remember it is always best to test all the links off-line – before you upload.